

HUNTER ARTS NETWORK INC. (HAN) REGULATIONS

1. Rights and duties of the Executive Committee of HAN as defined under the provisions of the constitution.

1.1. President:

- 1.1.1. shall belong to and form part of the Executive Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;
- 1.1.2. shall be the official spokesperson of the Hunter Arts Network (HAN);
- 1.1.3. shall generally supervise the work of the HAN Committee;
- 1.1.4. shall deliver a President's Report at Committee Meetings;
- 1.1.5. shall write correspondence of HAN as directed by the Committee;
- 1.1.6. shall uphold the decisions and resolutions of the Committee;
- 1.1.7. shall have power in matters of extreme urgency to act on behalf of HAN provided always that such act is in accordance with HAN policy and shall not be binding on the Committee unless ratified by the Committee at the meeting immediately following any such act;
- 1.1.8. shall be entitled to reimbursement of telephone costs incurred on HAN business, providing a record of calls is maintained and upon acceptance of such record by the Committee;
- 1.1.9. in matters outside their expertise including but not limited to items of a contractual nature, shall refer the matter to the Committee meeting and upon proper deliberation with the Committee refer the matter to HAN's Honorary Accountant and/or Honorary Solicitor for their advice as to which course of action is appropriate;
- 1.1.10. shall, in conjunction with the Secretary and Treasurer, be the only signatories of all sales tax exemptions negotiated by HAN;
- 1.1.11. shall together with either the Secretary or Treasurer sign and authorise all purchase orders over \$1,000.00 issued by the Committee;
- 1.1.12. shall assume the position, duties and responsibilities of a member of the Committee when that position is vacated, but not their vote, between the time the position is vacated until a new person is elected from the Committee, providing that all decisions will be required to be ratified at the next Committee meeting;

1.1.13. shall prepare and submit on behalf of the Executive Committee a report of HAN's activities to the Annual General Meeting (AGM) and the final Committee meeting held prior to the AGM;

1.1.14 shall perform such other duties as the Committee determines.

1.2. Vice-President:

1.2.1. shall belong to and form part of the Executive Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;

1.2.2. shall, in the absence of the President, exercise the powers and carry out the functions of President; and

1.2.3. shall assist the President in the execution of their duties;

1.2.4. shall perform such other duties as the Committee determines.

1.3. Secretary:

1.3.1. shall belong to and form part of the Executive Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;

1.3.2. shall include duties as defined under Clause 16 and its sub-clauses of the Constitution;

1.3.3. shall ensure that all necessary arrangements are made for meetings of HAN and meetings of the Committee, subject to the provisions contained in the Constitution and in accordance with these Regulations;

1.3.4. shall draw attention to all letters requiring a Committee resolution at each meeting whilst out-going correspondence shall be delegated at Committee meetings, providing that all outward correspondence under the letterhead of HAN must bear the President's or the Secretary's signature as evidence of approval;

1.3.5. shall ensure the maintenance of an accurate and indexed record of all Committee meetings and other meetings of HAN and all sub-committee meetings;

1.3.6. shall be responsible for preparing the Agenda paper for all Committee and other meetings of HAN and shall ensure the preparation and circulation of notices of all Committee/HAN meetings in accordance with Clauses 10 and 11 of the Constitution and these Regulations;

1.3.7. shall ensure the distribution of copies of all minutes and reports to all members of the Committee and other persons as the Committee may direct from time to time, such duties to be performed within seven (7) days of such meetings;

- 1.3.8. shall ensure that an up to date computer list of all members of the Committee is kept, such list to contain details considered relevant by the Committee;
- 1.3.9. shall, upon request, make available to any Member of HAN a true and correct copy of the Constitution and these Regulations;
- 1.3.10. shall keep a separate record of HAN Policy which shall be extracted from confirmed minutes and recorded into a “Register of Policies”;
- 1.3.11. shall ensure that an Attendance Register is kept for all Committee meetings;
- 1.3.12. shall prepare the Agenda for the Annual General Meeting (AGM), circulate the venue and arrange for any other requirements stipulated in the Constitution and these Regulations with regard to the AGM;
- 1.3.13. shall, together with the President, maintain the Regulations in accordance with decisions of the Committee and circulate copies of changes to the Regulations to Committee Members;
- 1.3.14. shall, in conjunction with the President, prepare a list of all resolutions made by the Committee which require action, but upon which no action has been taken; and keep a register of outstanding motions that require further action, details of said register to be tabled at the first meeting of the newly elected Committee;
- 1.3.15. shall at the first meeting of the Committee verify that all Committee members are entitled to assume their position by virtue of being a member of HAN, and shall inform the Committee in the event of any change in membership status;
- 1.3.16. shall, in the event that a Committee Member is no longer a Member of HAN or resigns their post, call for the position to be filled at the next Committee meeting;
- 1.3.17. shall ensure the maintenance of accurate and updated records of all sub-committees formed by the Committee, together with the name of the Committee Members on each sub-committee, and comply with Section 3.1.2 of these Regulations;
- 1.3.18. shall ensure that at the first Committee meeting of the year the Review Panel and any sub-committees formed are filled from amongst Committee Members; ^[L]_[SEP]
- 1.3.19. shall present at the first Committee meeting details of all outstanding motions that require action that are listed in the register in accordance with Section 1.3.14 and these motions shall require either ratification or rejection by the incoming Committee; ^[L]_[SEP]
- 1.3.20. shall maintain a “register of Changes” of Regulations in accordance with Section 7.4.1 of these Regulations; ^[L]_[SEP]
- 1.3.21. shall perform such other duties as the Committee determines.

1.4 Treasurer:

- 1.4.1. shall belong to and form part of the Executive Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;
- 1.4.2. shall co-ordinate the financial affairs of HAN on behalf of the Committee; ^[11]_[SEP]
- 1.4.3. shall ensure that proper books of account are kept in which all financial activities of HAN are to be clearly recorded in accord with modern accounting principles and procedure; ^[11]_[SEP]
- 1.4.4. shall chair the Finance Sub-Committee;
- 1.4.5. shall together with the Finance Sub-Committee prepare and present to the Committee at the first Committee Meeting after the Annual General Meeting (AGM) a properly drawn up budget for the ensuing year, which budget shall state the basis on which it is drawn up; and shall include detailed estimates and working of all anticipated items of income and expenditure for the ensuing year;
- 1.4.6. shall supervise all items listed under Clause 14 and ensure Clause 15 of the Constitution is adhered to;
- 1.4.7. shall present a Treasurer's report to Committee meetings;
- 1.4.8. shall present to the Annual General Meeting and the final Committee meeting held prior to the AGM, an annual financial statement which includes an income and expenditure account and a balance sheet for the previous year of HAN;
- 1.4.9. shall answer all correspondence in relation to the financial affairs of HAN;
- 1.4.10. shall, in conjunction with the President and Secretary, be the only signatories of all sales tax exemptions negotiated by HAN;
- 1.4.11. shall keep such bank accounts as specified by the HAN Committee;
- 1.4.12. shall keep the books and records of HAN open for perusal by any Member of HAN, provided that reasonable notice has been given and no books or records shall be removed from the Treasurer's keeping;
- 1.4.13. shall be responsible to HAN for all assets of HAN and shall keep a register of all fixed assets of HAN, and shall ensure that all debts to HAN are collected and all debts incurred are paid and generally safeguard the assets of HAN,
- 1.4.14. shall ensure that all taxation and statutory requirements are complied with in matters outside their expertise, including but not limited to, items of a financial

contractual nature such as employment contracts, lease agreements, general contracts, engagement of legal, professional and general consultants and contractors; shall refer the matter to the Committee meeting and upon proper deliberation with Committee refer the matter to HAN's Honorary Accountant and/or Honorary Solicitor for advice as to which course of action is appropriate;

1.4.14. shall perform any other duties as the Committee may from time to time direct.

1.5 Public Officer:

1.5.1. shall belong to and form part of the Executive Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;

1.5.2. shall include duties as defined under Clause 9.2.1 to 9.2.4 of the Constitution;

1.5.3 shall in accordance with Clause 9.2.3 ensure the maintenance of an updated register of Committee Members which shall show as a minimum:^{[[1]]}_{SEP} name, address and/or telephone number, email address (if applicable), position held, date appointed (elected), date ceased (vacated);

1.5.4 shall ensure that all forms of insurances are provided over the property and assets of HAN;

1.5.5 shall perform any other duties as the Committee may from time to time direct.

1.6 Public Relations and Media Officer:

1.6.1. shall belong to and form part of the Executive Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;

1.6.2 shall be responsible for the moderation and maintenance of HAN's web site and social media presence;

1.6.3 shall be responsible for the promotion of all HAN public events, using print, digital and other media;

1.6.4 shall be responsible for the production of HAN's newsletter and its distribution to members;

1.6.5 shall convey to members information as it arises, regarding upcoming artistic events that may benefit or be of interest to them;

1.6.6. shall produce any notice, material or editorial which is required by and directed by HAN to be published in social media and/or printed media;

1.6.7. shall present a report to Committee meetings;

- 1.6.8. shall enlist any paid or unpaid assistance from HAN Members, subject to the Committee's approval;
- 1.6.9. shall investigate, promote and supervise types of print, digital or other media activity that may be useful to HAN;
- 1.6.10 shall assist the Treasurer in the drafting of the budget with regard to items relating to public relations and media;
- 1.6.11. shall produce special publications as directed by HAN for such purposes and at such times as it may see fit;
- 1.6.12. shall perform any other duties that the Committee may from time to time direct.

1.7 Membership Officer:

- 1.7.1. shall belong to and form part of the Executive Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;
- 1.7.2 shall keep a register of members in accordance with Clause 4 of the Constitution;
- 1.7.3 shall be a member of the Membership Sub-Committee;
- 1.7.4 shall be responsible for all correspondence relating to membership;
- 1.7.5 shall inform membership applicants of the sub-committee's decision regarding their membership within two (2) months of receipt of their application;
- 1.7.6. shall perform any other duties that the Committee may from time to time direct.

1.8 Executive, General Conditions

- 1.8.1. shall have autonomy in the day to day running of their portfolio providing their actions are consistent with HAN policy;
- 1.8.2. in their actions, shall be subject to the scrutiny of the Executive Committee collectively and the Committee collectively;
- 1.8.3. shall deliver a written report to each Committee meeting and such reports shall be provided to the Secretary or nominee prior to the scheduled meeting;
- 1.8.4. shall maintain files and records of their activities;
- 1.8.5. shall, if subpoenaed by a Member of HAN in writing and giving a minimum of seven (7) days' notice, provide a written report to be circulated among Members of that meeting;

- 1.8.6. shall make recommendations to the Committee and may in cases of extreme urgency act on policy, providing that any such act of the Executive Committee shall be reported to the Committee meeting immediately following any such act;
- 1.8.7. shall execute Committee directives with regard to contracts, agreements or authorities by ensuring that these documents are only signed by the President and one other Executive Member, providing always that items of a financial nature shall be signed by the Treasurer and the President;
- 1.8.8. shall list and make available to the Committee a detailed schedule of their duties and responsibilities;
- 1.8.9. shall ensure that copies of all correspondence under the HAN letterhead must bear the signature of the President or the Secretary;
- 1.8.10. shall perform any other duties that the Committee may from time to time direct.

1.9. Disciplining of Members of the Executive Committee

- 1.9.1. A complaint may be made to the Committee by any person that a member of the Executive Committee has neglected or abused his or her duties as office bearer.
- 1.9.2. The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 1.9.3. If the Committee decides to deal with the complaint, the Committee:
 - a) must cause notice of the complaint to be served on the committee member concerned, and
 - b) must give the committee member at least 14 days from the time the notice is served within which to make submission to the Committee in connection with the complaint, and
 - c) must take into consideration any submission made by the committee member in connection with the complaint.
- 1.9.4. If, after considering the complaint and any submissions made in connection with the complaint, the Committee is satisfied that the facts alleged in the complaint have been proved and the committee member's removal from office is warranted in the circumstances, the Committee may:
 - a) firstly, request that the committee member voluntarily resign from office, or;

b) secondly, if the committee member does not resign, convene a Special General Meeting (SGM) of the association, for the purpose of removing the committee member from office by resolution of the association.

1.9.5. If dissatisfied with the Committee's handling of the complaint, the complainant may request an SGM, in accordance with clause 10.1.2 of the constitution, for the purpose of removing the committee member from office by resolution of the association.

1.9.6. Prior to an SGM convened under sections 1.9.4.b) or 1.9.5, the committee member concerned may make written representations, not exceeding a reasonable length, to the Secretary or President, said representations to be either sent to members of the association within seven (7) days of the meeting, or read out at the meeting.

2. Rights and Duties of the Committee of HAN

2.1 Committee Members (Non-Executive), General Conditions

2.1.1. shall belong to and form part of the Committee as defined in the Constitution, and shall be elected under the rules and general provisions of the Constitution;

2.1.2 shall regularly attend Committee meetings;

2.1.3 shall, apart from Committee meetings, commit four (4) hours of the year to assisting with HAN events;

2.1.4. shall perform any other duties that the Committee may from time to time direct.

2.2 Meetings

2.2.1. The Committee, in addition to complying with the general guidelines herein described in these Regulations:

2.2.2. shall comprise of all of the Executive and other Committee members as defined in the Constitution, and decisions in line with HAN policy shall be made on the basis of simple majority at a Committee meeting providing quorum is reached;

2.2.3. shall meet at least once a month;

2.2.4. shall ensure that all members of the Executive Committee are performing their respective duties and responsibilities as laid out in the Constitution and these Regulations;

2.2.5. shall, at its first meeting after the AGM, consider any outstanding motions of the outgoing Committee for either ratification or rejection;

- 2.2.6. shall create or disband sub-committees from time to time as it sees fit, the members of which to be chosen from the Committee;
- 2.2.7. shall at its first meeting after the AGM select from the Committee: members of the Review Panel, an Art Bazaar Coordinator, and members for any current sub-committees;
- 2.2.8. shall, upon being informed by the Secretary that a position has become vacant, and in accordance with section 5.1.2, select a member of the Committee to fill that position until the next Annual General Meeting of HAN;
- 2.2.9. shall ensure that all HAN directives, policies and motions are adhered to, that all the provisions of the Constitution and Regulations are complied with and cause remedial action where warranted, and that all items covered by Section 1.8.1 to 1.8.10 inclusive of these Regulations as well as all the provisions affecting any Members individually as contained in the Constitution and Regulations (i.e. jointly and severally) are complied with;

3. Sub-Committees of HAN

3.1. General

- 3.1.1. Sub-Committees can be formed in accordance with Clause 9.5 of the Constitution.
- 3.1.2. A Register of Sub-Committees shall be maintained by the Secretary in accordance with their duties listed in these Regulations and include as a minimum: the name of the Sub-Committee; the Sub-Committee voting members; date Sub-Committee commenced; date Sub-Committee ceased to exist; purpose for which it was created.
- 3.1.3. Sub-Committees can only be created or abolished by the Committee in accordance with the Constitution together with these Regulations which shall be clearly minuted at the Committee meeting, with the same being recorded in the Register of Sub-Committees by the Secretary.
- 3.1.4. A minute book of each Sub-Committee shall be maintained by the Secretary for all meetings of Sub-Committees and updated after each meeting.
- 3.1.5. The minute books shall be made available to any HAN Member, providing reasonable notice has been given and providing that same does not leave the Secretary's keeping.
- 3.1.6. Membership of Sub-Committees shall be drawn from the Committee.
- 3.1.7. All Sub-Committees shall, in addition to complying with the general guidelines herein described in these Regulations, perform any other duties as the Committee may from time to time direct.

3.1.8. Sub-Committees can be formed or disbanded throughout the year at any Committee Meeting.

3.1.9. The life of any Sub-Committees lapses at the end of the current Committee's term of office and must be re-established by a new duly elected Committee.

3.2. Sub-Committees and Their Functions^[L]_[SEP]

3.2.1. Finance Sub-Committee:

3.2.1.1. shall consist of the Treasurer, the President and two other Committee members;

3.2.1.2.^[L]_[SEP] shall meet between the first and second Committee meetings for the purpose of reviewing the budget for the ensuing year for presentation at the second Committee meeting;

3.2.1.3. shall meet at least once prior to each Committee meeting to consider the financial affairs of HAN;

3.2.1.4. shall present for approval at each ordinary Committee meeting a statement of Accounts for Payment;

3.2.1.5. shall present revisions to budget for the current year for adoption by the Committee;

3.2.1.6. shall approve the timing of expenditure in light of cash flow projections;

3.2.1.7. shall, in conjunction with the Executive Committee, be able to approve expenditure up to \$500.00, to be ratified by the Committee at its next meeting;

3.2.1.8. shall perform other duties as the Committee directs from time to time.

3.2.2. Review Panel:

3.2.2.1. shall consist of an Executive member and two (2) other Committee members;

3.2.2.2. shall determine an acceptable standard to be met in order for applications for membership or event participation to be approved, as directed by the Committee or a General Meeting of HAN, in accordance with the Constitution;

3.2.2.3. shall, in conjunction with the Membership Officer, review membership applications as specified in Section 3.2.2 of these Regulations;

3.2.2.4. shall, in conjunction with the Art Bazaar Coordinator, review Art Bazaar stallholder applications as specified in Section 3.2.4 of these Regulations;

3.2.2.5. shall review applications for any other HAN events involving the display or sale of members' artworks;

3.2.2.6. shall meet as often as its members deem necessary to effectively fulfil its objectives;

3.2.2.7 shall perform any other duties as the Committee may from time to time direct.

3.2.3. Membership Sub-Committee:

3.2.3.1. shall consist of the Membership Officer and the Review Panel;

3.2.3.2. shall review all new membership applications and vote to either approve or reject;

3.2.3.3. shall review all membership renewals submitted after the Annual General Meeting and vote to either approve or reject;

3.2.3.4. shall, in the event of a tie, discuss and reach a decision on an application at the next Committee meeting;

3.2.3.5. in determining whether to accept a membership application, shall consider: the applicant's eligibility regarding locality; the quality, originality and authenticity of the applicant's most recent works; and the relevance of said works to the aims and objectives of HAN;

3.2.3.6. shall meet as often as its members deem necessary to effectively fulfil its objectives;

3.2.3.7. shall perform any other duties as the Committee may direct from time to time.

3.2.4. Art Bazaar Organisation Sub-Committee:

3.2.4.1. shall consist of the Art Bazaar Coordinator, and two other members of the Committee or more, including the Public Relations and Media Officer;

3.2.4.2. shall be overseen by the Art Bazaar Coordinator;

3.2.4.3. shall coordinate a number of Art Bazaar markets for the year as determined by the Committee;

3.2.4.4. shall from time to time liaise with local government, businesses, media and community groups to obtain support and assistance for Art Bazaar;

3.2.4.5. shall delegate Art Bazaar related duties to other Committee and HAN members as it sees fit;

3.2.4.6 shall meet as often as its members deem necessary to effectively fulfil its objectives;

3.2.4.7. shall perform any other duties as the Committee may direct from time to time.

3.2.5. Art Bazaar Selection Sub-Committee:

- 3.2.5.1. shall consist of the Art Bazaar Coordinator and the Review Panel;
- 3.2.5.2. shall review all stallholder applications for Art Bazaar and vote to either approve or reject;
- 3.2.5.3. in determining whether to accept a stallholder application, shall consider: the applicant's eligibility regarding locality; the quality, originality and authenticity of the applicant's examples of works to be for sale; the number of stalls with similar works already accepted; and the relevance of said works to the aims and objectives of HAN;
- 3.2.5.4. shall meet as often as its members deem necessary to effectively fulfil its objectives;
- 3.2.5.5. shall perform any other duties as the Committee may direct from time to time.

3.2.6. Events Organisation Sub-Committee:

- 3.2.4.1. shall consist of three or more members of the Committee, including the Public Relations and Media Officer;
- 3.2.4.2. shall coordinate a number of events for the year, which may include but are not limited to professional development, exhibitions, social events and markets other than Art Bazaar, as determined by the Committee;
- 3.2.4.3. shall from time to time liaise with local government, businesses, media and community groups to obtain support and assistance for events;
- 3.2.4.4. shall delegate related duties to other Committee and HAN members as it sees fit;
- 3.2.4.5 shall meet as often as its members deem necessary to effectively fulfil its objectives;
- 3.2.4.6. shall perform any other duties as the Committee may direct from time to time.

4. Members of HAN

4.1. Membership:

- 4.1.1. shall be in accordance with Clauses 3 to 8 inclusive of the Constitution and their subclauses;
- 4.1.2. shall be for the calendar year;
- 4.1.3. shall be one of three categories:

- 4.1.3.1. individual;
- 4.1.3.2. small group;
- 4.1.3.3. large group;
- 4.1.4. shall be conditional upon;
 - 4.1.4.1. payment of an annual membership fee, due at the AGM;
 - 4.1.4.2. in the case of joining members or overdue renewals, application for membership which shall include an artist's statement and examples of recent works;
- 4.1.5. shall be held over until the following year, in the case of applications submitted after mid November;
- 4.1.6. shall be a condition of stallholder or exhibitor participation in HAN events;
- 4.1.7. shall be a condition of voting at General Meetings of HAN;
- 4.1.8. may be revoked if an individual or group is found to have acted in breach of HAN policy, which includes HAN's Code of Conduct for members and HAN's Social Media Policy;
- 4.1.9. may be revoked if an individual or group behaves in a manner that is harmful to other HAN members or the Committee, or brings HAN into disrepute;
- 4.1.10. shall cease if an individual or group no longer qualifies under Clause 3 of the Constitution.

4.2. Disciplining of Members

- 4.2.1. A complaint may be made to the Committee by any person that a member of HAN:
 - a) has refused or neglected to comply with a provision or provision of this Constitution, or
 - b) has wilfully acted in a manner prejudicial to the interests of HAN.
- 4.2.2. The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 4.2.3. If the Committee decides to deal with the complaint, the Committee:
 - a) must cause notice of the complaint to be served on the member concerned, and

b) must give the member at least 14 days from the time the notice is served within which to make submission to the Committee in connection with the complaint, and

c) must take into consideration any submission made by the member in connection with the complaint.

4.2.4. The Committee may, by resolution, expel the member from HAN or suspend the member from membership of HAN if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

4.2.5. If the Committee expels or suspends a member, the Membership Officer must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's right of appeal under clause 4.3 of these Regulations.

4.2.6. The expulsion or suspension does not take effect:

a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 4.3 of these Regulations, whichever is the later.

4.3. Right of appeal of disciplined member

4.3.1. A member may appeal to HAN in general meeting against a resolution of the Committee under section 4.2 of these Regulations, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

4.3.2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

4.3.3. On receipt of a notice from a member under section 4.3.1 of these Regulations, the Secretary must notify the Committee which is to convene a general meeting of HAN to be held within 28 days after the date on which the Secretary received the notice.

4.3.4. At a general meeting of HAN convened under clause 4.3.3 of these Regulations:

a) no business other than the question of the appeal is to be transacted, and

b) the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

4.3.5. The appeal is to be determined by a simple majority of votes cast by members of HAN.

5. Conduct of Elections

5.1. Elections

5.1.1. Elections may be either HAN Elections or Committee Elections.

5.1.2. A committee member may hold up to two (2) offices (other than both the President and Vice-President offices).

5.2. HAN Elections

5.2.1. HAN Elections shall be held at the Annual General Meeting.

5.2.2. HAN Elections shall be held in accordance with the general rules listed in the Constitution together with the Regulations stipulated hereunder.

5.2.3. All nominees, their proposers and seconders must be eligible HAN members.

5.2.4. If the number of nominations does not exceed the number of positions the nominees shall be declared elected.

5.3. Committee Elections

5.3.1. shall be held at the first Committee meeting following the AGM, to elect from the Committee an Art Bazaar Coordinator and members for the Review Panel and all current sub-committees, and then at such time afterwards should a vacancy exist;

5.3.2. shall be held in the event that an office bearer position has become vacant, to select a member from the Committee to fill that position until the next Annual General Meeting of HAN.

5.5. Voting

5.5.1. Voting shall be by a show of hands unless a secret ballot is demanded by the members present.

5.5.2 Voting shall be decided by a simple majority.

5.5.3. The principle shall be, one member, one vote.

6. Finance

6.1. General – the Committee shall:

- 6.1.1. ensure that all the provisions contained in the Constitution, including but not limited to Clauses 14 to 18 inclusive, as well as contained herein in these Regulations are complied with;
- 6.1.2. ensure that all fixed assets of HAN be under the direct control of the Secretary, who shall be responsible to the Committee for their safe keeping;
- 6.1.3. purchase, replace, rent, lease, hire or dispose of capital assets of HAN as determined by Committee resolution on recommendation from the Finance Committee and ensure depreciation rates charged against revenue is appropriate from time to time in consultation with its Honorary Accountant;
- 6.1.4. ensure that, in matters outside the Committee's expertise, including but not limited to items of a contractual nature such as employment contracts, lease agreements, general contracts, engagement of legal, professional and general consultants and contractors, the Committee, upon proper deliberation, seek outside professional advice if it deems it necessary.

7. General Regulations

7.1 Honorary Solicitor

- 7.1.1. The Committee shall appoint an Honorary Solicitor from time to time, on the recommendation of the Executive Committee, who shall be lawfully qualified and registered solicitors or barristers and will provide legal counsel for the benefit of HAN.

7.2 Honorary Accountant

- 7.2.1. The Committee shall appoint an Honorary Accountant from time to time, on the recommendation of the Executive Committee, who shall be lawfully qualified and registered accountants and will provide financial counsel for the benefit of HAN.

7.3 Interpretation

- 7.3.1. Should there be any inconsistency between these Regulations and the HAN Constitution, the provisions of the HAN Constitution will prevail and the interpretation on an issue shall be based on the provisions of the Constitution firstly as if the Regulations did not exist, and then secondly to the Regulations.

7.3.2. These Regulations are generally regarded as directives on the workings of the Committee and may be changed at any time by the Committee, providing always that if any of the provisions of these Regulations are inconsistent with or contradict the HAN Constitution, the inconsistency or contradiction shall be declared null and void.

7.4 Changes to the By-Laws

7.4.1. Any changes to these By-Laws shall be entered into a "**Register of Changes**" by the Secretary or nominee and this register shall as a minimum show:

- i. the clause reference changed;
- ii. the description of the change;
- iii. the date and motion reference authorising the change;

and at least once every year, prior to the first sitting of the newly elected Committee, all these changes shall be reflected in a copy of a new By-Laws document, clearly indicating the date of amendment, and to be tabled at the first meeting of the newly elected Committee for adoption or rejection.

END OF REGULATIONS